

HUMAN RESOURCES GENERALIST

COMPANY OVERVIEW

Michigan Kidney Consultants (MKC), P.C. is Southeast Michigan's largest board-certified nephrology group. Our physicians and nurse practitioners are dedicated to providing the latest, most advanced diagnostics and treatments available for kidney disease and end-stage renal failure. MKC offers appointments in eight locations in greater Detroit, Michigan, including Troy, Royal Oak, Southfield, Novi, Pontiac, Clarkston, Rochester Hills and Sterling Heights.

All of our physicians are board certified in the sub-specialty of nephrology as well as internal medicine. A nephrologist is a physician who has been educated and trained in kidney disease, kidney transplantation, and dialysis therapy.

POSITION SUMMARY

The HR Generalist will handle routine day-to-day tasks of the HR department, reporting to the Executive Director of the Practice. This person must have a business background and some experience handling a broad range of human resources duties and responsibilities.

ESSENTIAL DUTIES

- Handle day-to-day tasks of the HR department.
- Coach employees and managers in resolving conflict, better communication, gaining emotional intelligence, listening and understanding. Assist in resolving relations issues.
- Provide benefit administration including enrolling staff in benefits. Coordinate annual open enrollment. Collaborate with payroll to ensure benefit deductions are processed correctly and ACA is processed in a timely manner.
- Conduct new hire orientation with all new employees to ensure that each new employee is welcomed, trained and set up to succeed in their new role.
- Manage the HRIS/payroll system including adding new hires, change of status, promotions, and terminations, PTO, garnishments, etc. Create and run reports on a regular basis and as needed for special projects.
- Consult with employees and supervisors to assess training needs and develop trainings to meet those needs. Evaluate applicable outside training resources as appropriate.
- Develop and update general HR policies and procedures, including, but not limited to: job descriptions, employee handbook, performance management process and compensation practices.
- Manage the company's employee recognition programs and facilitate the Events Planning Committee.
- Assist in the recruitment and selection process for all open positions.
- Manage tasks and all necessary documentation involving worker's compensation, OSHA logs and reporting, unemployment hearings, annual background checks, TB/physical updates, etc.
- Maintain all employee records and paperwork in a confidential, consistent and legally compliant manner.

- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in human resources strongly preferred
- Two years related human resources generalist experience in a combination of: recruiting, employee relations, benefit administration, employee development, and HR policy compliance
- Strong interpersonal, writing and verbal communication skills
- Ability to multitask and manage multiple, competing priorities
- Proficiency using Microsoft Office is required